

MINUTES OF THE READING HOUSING AUTHORITY

The Regular Meeting of the Reading Housing Authority for the month of July was held at Kennedy Towers, 300 South Fourth, Reading, Pennsylvania on Tuesday, July 23, 2013.

Members of the staff attending were as follows: Mr. Daniel F. Luckey, Executive Director; Mr. Ronald J. Fioravanti, Deputy Executive Director; Mr. David C. Talarico, Maintenance Superintendent; Mrs. Audrey L. Wenrich, Administrative Assistant; Ms. Sherryann I. Fonseca, Comptroller; Ms. Gloria J. Guard, Property Manager; Mr. Josh K. Smith, Property Manager; Mrs. Leonilda Feliciano, Resident Selection Supervisor; Mr. Charles K. Huckstep, Administrative Assistant; Mrs. Carolyn K. Bower, Section 8 Coordinator; Mrs. Stacey J. Keppen, Social Services Director; Mr. Frederick H. Prutzman, Building Construction Inspector; Mr. John E. Knockstead, County Caseworker 2; Mrs. Grisel E. Saez, County Caseworker 2 and Mrs. Marilyn Guzman, Clerk Typist 2. Attorney Edwin L. Stock, Solicitor for the Authority and Mr. David Kostival, Reading Eagle Reporter were present. There were approximately 15-20 residents who also attended.

Mr. Belinski, Chairman, called the regular meeting to order and upon roll call those present and absent was as follows:

Present: Mr. Steven E. Belinski
Mrs. Rebecca Acosta
Mr. Eligio C. Colon, Jr.
Ms. Tina White

Absent: Mrs. Lillie L. Mathies

The Chairman announced that no one had signed the register to speak at the Board Meeting.

A motion was made by Mr. Colon and second by Ms. White approving the minutes of the regular monthly meeting held June 25, 2013. The motion was carried unanimously.

A motion was made by Mr. Colon and second by Mrs. Acosta approving the bills as submitted by Ms. Fonseca for the period of June 1, 2013 to June 30, 2013. The motion was carried unanimously.

The following balances in bank and on account were reported for the month of June 2013.

Fund	Cash or Checking	Investments	Escrow	Total
W-66 General	\$4,105,738.92	\$3,522,663.76	\$310,117.80	\$7,938,520.48
P-4628 General	147,049.46	99,000.00	0.00	246,049.46
P-15 General	204,257.56	1,303,175.86	77,152.26	1,584,585.68
Payroll	0.00	272,735.41	(272,735.41)	0.00
River Oak Apts.	7,935.41	0.00	42,861.17	50,796.58
Total	\$4,464,981.35	\$5,197,575.03	\$157,395.82	\$9,819,952.20

A motion was made by Mrs. Acosta and second by Mr. Colon that the Treasurer's Report be accepted and filed. The motion was carried unanimously.

The Executive Director submitted the following report:

COMPREHENSIVE GRANT PROJECTS

222-2013 CAPITAL FUND – The 2013 Agency Plan was approved. Preliminary indications are the Capital Fund could be 25% less than what we have been allocated in the past which will put it at about \$1.8 million. It could be less and we will not know until Congress actually allocates the funding levels.

Given the tight fiscal climate we should and do not expect the funding to be higher and expect it to be less. This will more than likely reduce the number of work items we will be able to do over the coming year. In any case, we await the actual number.

RIVER OAK APARTMENTS – The occupancy rate at River Oak is good. There are about 14 people on the waiting list for a unit so we should be able to rent the five unassigned units when they have been readied for occupancy.

We hope to complete some kitchens this year as we have about 9 or so remaining to be completed and would like to get them all done before the end of next year or sooner.

While we would like to replace the windows, we are finding the replacement of the carpets is becoming a big issue and one we will be looking at very closely in the coming year as funding becomes available. I have addressed this in the Youth Build section.

SHELTER PLUS CARE PROGRAM – The Shelter Plus Care Vouchers in conjunction with the treatment to prevent future episodes of Homelessness is still running and doing well. I will advise the Board of any developments in regards to this project. Currently, because of funding we have 39 vouchers active even though the number authorized is 30, we have sufficient funding to pay for the 39 vouchers for this program.

SYLVANIA HOMES ANNUALIZED OCCUPANCY RATE %

2008				2009				2010				2011				2012				2013	
Mar	June	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun
93.8	94.9	96.2	97.8	97.8	96.9	97.7	96.6	96.6	96.9	97.3	97.2	97.0	97.1	97.5	97.7	97.7	96.6	96.2	95.6	95.5	96.6

Sylvania is 96.6% leased up and is doing well in this area.

SECTION 8 ANNUALIZED UTILIZATION (%) RATE

2008				2009				2010				2011				2012				2013			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun		
95.7	94.2	94.4	96.2	98.1	98.2	99.5	97.9	95.8	94.5	93.2	92.1	90.3	90.0	88.3	88.2	89.2	90.6	91.2	90.8	89.2	86.9		

The leasing rate for the last quarter is 86.9%. Current HUD funding practice does not and will not allow 100% utilization of the vouchers and funding and is especially difficult when we do not know what the funding will be for this program.

PUBLIC HOUSING ANNUALIZED OCCUPANCY RATE (%)

2008				2009				2010				2011				2012				2013	
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun
98.4	98.4	98.4	98.4	98.5	98.6	98.7	98.8	98.8	98.8	98.9	98.8	98.7	98.5	98.6	98.8	98.8	98.7	98.4	98.7	98.6	98.8

The annualized vacancy rate for the last quarter shows a good leasing rate and translates into vacancy rate of 1.2% for RHA. This continues to be a decent occupancy rate. We continue to monitor our progress in this area and work towards improving the leasing rate, while everyone strives to attain 100% leasing rate, it is difficult to attain.

ACCOUNTS RECEIVABLE (ANNUALIZED QUARTERLY) – PUBLIC HOUSING

2008				2009				2010				2011				2012				2013			
Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	Jun	Sept	Dec	Mar	June	Sept	Dec	Mar	Jun		
1.8	1.7	1.9	2.3	2.10	2.3	2.5	3	3	2.90	2.80	3	2.6	3.2	3.5	3.1	2.6	3.4	2.7	3.4	4.2	3.2		

Staff is working hard to reduce these amounts in hopes to get them to a more reasonable level. However, the increases are due to our finding discrepancies between what the residents claim they are earning and what is on their tax returns.

NEIGHBORHOOD STABILIZATION PROGRAM (NSP) – The City of Reading is the lead agency and RHA and Our City Reading Inc., (OCR) are partners in this project. Currently, 201 North 3rd Street, 331 Elm Street and another unit at 460 Centre Avenue are in the mix for units owned by RHA for the NSP program. We have filled all of the three units at 460 Centre Avenue with tenants at or below 50% of median income. They have started rehabilitating 201 N. 3rd and 331 Elm Street and hope to have those units ready for rental in the coming months upon completion of the rehabilitation.

We expect these units to be done in the near future and will keep you apprised of any new developments.

NAHRO CONFERENCE PANEL PARTICIPATION – I have been asked to participate with Albert Boscov, William Lowenstein and Lenin Agudo in a panel discussion on “Private Sector Leadership in Community Developments and Low Income Housing”. This Panel discussion will take place at the National NAHRO convention in October. I told them I would be happy to participate if the Board agrees and have put this on the agenda for discussion. Additionally, I put it on as a Board resolution.

RENTAL ASSISTANCE DEMONSTRATION (RAD) – Out of the 60,000 units HUD was interested in having participate in this program, only 11,000 units were submitted and approved nationwide. This represents just 18% of the number of units HUD wanted in the program. It fell far short and perhaps it is related to the flaws in the program funding.

There are some attractive issues for participating in this program; the major one supposedly is not being under the public housing regulations. The most unattractive issue is the lack of or uncertainty of funding and other related issues. We have not and do not plan to apply at this time. We will monitor how this program works for some agencies over the long run.

I will keep you posted on any new developments in this program. To date there have not been any new updates on the RAD program.

YOUTHBUILD – This program is moving along and the participants are installing ceramic tile in the bathrooms at Sylvania and Oakbrook this should alleviate most if not all of our maintenance concerns in the bathroom flooring. For the most part they were not moving very quickly, but they have been picking up speed as they gain experience in installing ceramic tiles.

At the moment they have completed 30 units in Oakbrook and Sylvania and will be starting a new round of students starting on July 31, 2013. Overall this program is working for both Youth Build and RHA as it is performing as expected.

I will keep the Board posted on the status of this program as they occur.

NAHRO AWARDS FOR 2013 – In addition to the two awards we were given, our Cogeneration project was nominated for the NAHRO award for Excellence and we submitted a display board for consideration and presentation at the Conference. I am not sure when these awards are given and how they are selected, but it was nice this project was selected for an additional award. I will keep you informed of any new information regarding this award.

Vacant Unit Report for the Current Month

	<u>Units Scheduled</u>	<u>Unit Accepted By</u>	<u>Unit Scheduled</u>	<u>Unassigned</u>	<u>Total Vacant</u>
	<u>To Be Leased</u>	<u>Eligible Applicant</u>	<u>Transfer</u>	<u>Units</u>	<u>Units</u>
Glenside	2	2	1	0	5
Hensler	0	0	0	0	0
Oakbrook	3	0	1	4	8
Franklin	1	1	0	0	2
Kennedy	0	0	0	0	1
Rhodes	0	0	1	1	1
Eisenhower	1	1	0	0	2
Hubert	0	0	0	0	0
Total Conventional					
Public Housing	7	4	3	5	19
Scattered Sites	0	0	0	1	1
Sylvania Homes	2	0	1	0	3
River Oak	1	0	0	5	6
NSP Units	0	0	0	0	0
Total	9	4	4	11	29

Our current occupancy rate is high at 98.82% for Public Housing and is a very good occupancy overall. The leasing rate for all of our units we own (a total of 1810) comes to 98.404%. Of the 19 vacant units, 7 are scheduled to be leased, 4 have been accepted by applicant, 3 are transfers and 5 remaining units are unassigned.

Please note the transfer units are units, which in most cases the occupants are either over-housed or under-housed and need to be moved to a more appropriate size unit. In some cases, there may be other factors whereby a unit transfer is appropriate and done on a case-by-case basis. But also means, we are creating another vacant unit and will now have to rehabilitate the unit and fill it. As I mentioned before, these unit transfers are required to ensure people are in the correct size units and are not over or under housed.

GOGGLEWORKS APARTMENTS "B" BOND EXTENSION – On the agenda for approval is an extension for the B bond for the Goggleworks Apartments which was supposed to be taken care of in June. However, it was not and Fulton Bank would like to extend it into September. While there is no financial responsibility for this debt it was recommended the Board pass a resolution giving the Executive Director authority to sign the extension.

RHA PAINTING PROGRAM FOR OCCUPIED UNITS – We continue the painting program and hope funding cuts do not affect our efforts. We want to make sure each and every unit was and is painted at least once every ten years.

To date, this program is going well and we are well ahead of schedule in regards to having all units painted once every ten years.

DEVELOPMENT WAITING LIST STATUS

<u>Bedroom Size</u>	<u>P/H</u>	<u>Contacting</u>	<u>Waiting Period</u>	<u>Sylvania</u>	<u>River Oak</u>
Studio	166	10/12	6-12 months	N/A	N/A
One Bedroom-Family/Elderly	278	05/11	12-24 months	17	N/A
Two Bedroom Family	182	05/11	12-24 months	15	10
Three Bedroom Family	241	05/11	12-24 months	10	4
Four Bedroom Family	26	05/11	12-24 months	4	N/A
Five Bedroom Family	23	07/12	12 months	N/A	N/A
Total	916			46	14

The waiting list is still fairly long and we do not anticipate opening the waiting list any time soon for Public Housing in the near future. However, with Sylvania and River Oak we may open up the waiting list on an as needed basis.

CITY OF READING LAND BANK PROGRAM – The City of Reading is in the midst of instituting a Land Bank program in the City and asked if it would be possible to contract with RHA to perform some of the day to day maintenance on the properties. I said once they have formed the Land Bank and decided on what they would like in this kind of program I would approach the Board on this matter. As it stands now the Land Bank is in the process of being developed and established. In any case, RHA would be paid for any services we provided.

As I noted before, everything is in the planning stages and nothing has been decided on who, what, where and when this will occur, though I know at some time it will become a reality. I will keep the Board informed of any developments in this area and think this will be an exciting program for the City of Reading. I believe any support we can give the City of Reading to make this successful would be appreciated.

There has not been any new development on this to date.

RHA CENTRAL OFFICE FUNDS – I have had discussions with various people regarding these funds as it will be important in the coming years to invest these funds in programs and projects which will benefit not only the Agency, but the City as well. I should note these funds are “de-federalized” and hence HUD is supposedly not able to regulate how and what a Housing Authority can do or use this money for. I also plan to research this to see if other agencies will be looking at measures to use these funds.

Technically, these funds are as I noted “de-federalized”, but as we have found out HUD seems to ignore this and it would be best if we use these funds for a project in the City that will possibly make money and benefit the City at the same time. In any case, it is my belief that if we do not do something of this nature, HUD will find a way to encourage a Housing Authority to use these funds for operations just as they have with our reserves.

It is the Board’s decision, but I highly recommend RHA do something whereby these funds are involved in or a part of a project that will benefit the City in its renaissance. I do not wish to lose these funds like we did with the reserves, which we had accumulated over a period of time, as we now have a reserve of central office funds.

To date, there has been no change in this.

ISLANDS IN FRONT OF OAKBROOK – We received an agreement from the City regarding the Islands out side of our offices at Oakbrook. While the agreement is minimal at best it does give us authority to manage the areas and if we desire to terminate the agreement with 30 days notice.

I have put this on the agenda as a resolution as we would like to have these areas reflect upon us as the Authority and hope the Board will approve the agreement.

RHODES AND EISENHOWER – A while ago, there were issues with the side walls at Rhodes and Eisenhower and repaired them. Plans and specifications for the repair and or rehabilitation of the walls are being developed and will be advertised so we will have the project on for a Board Resolution in July or August. We hope to have this work started some time in September and hopefully it will be completed within twelve months.

PARK PLACE ON PENN STREET PROJECT- I spoke to the Realtor regarding the marketing of Park Place on Penn and she informed me of the following:

- Advertising geared towards Urban Lifestyle.
- Hold Open Houses.
- Work on selling the City of Reading as a place to live.
- Work on a special mortgage program for condos.

The Condo documents have been completed and will soon have a meeting to accept the revised Association documents and then have them recoded. We also plan to advertise for or get proposals from different builders to complete the project when we have buyers for the units.

I apologize for not working on this in the past month as I have been focused on other issues and will be working on this in the coming weeks.

WELLNESS PROGRAM – The Wellness program at RHA may be in the newspaper sometime in the future regarding the success of our different programs and collaborations we have with different organizations. I thought I would mention this if and when they appear in the newspaper. Also, the Wellness program has three Universities working with us in providing services. Currently, we have the University of Pennsylvania, Drexel and Alvernia University working with us in this area.

MAYOR'S ECONOMIC SUMMIT – I have attended a couple of meetings with the Mayor and his staff regarding some possible economic improvements in the City along with all the other Authorities in the City. The major point was to get all the different Authorities to work together as a cohesive unit on various development projects and to determine which agencies can help the City in the coming future.

Some of the points which were developed were the following:

1. Have the various Authorities working together.
2. Perhaps have the Authorities fund a Community Development Corporation and be a founding member.
3. Develop a public banking component to help ensure funding of development projects.

All of this is in the developments stages, but if all of the Authorities are working together and such I think we can do a lot to help the City. I think this could be an excellent tool for the City and the Authorities to expand into different areas to help the City recover economically by using our financial resources together rather than individually.

I will keep the Board informed of any new developments.

MEETINGS:

- Mayor's Economic Summit.
- Eastern Meeting.
- Workforce Investment Board.

A motion was made by Mrs. Acosta and second by Mr. Colon to accept the report of the Executive Director. The motion was carried unanimously.

The following Resolution was read and considered:

RESOLUTION NO. 5689

RESOLUTION AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING [MOU] BETWEEN
READING HOUSING AUTHORITY [RHA]
AND THE CITY OF READING.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. That the terms of a Memorandum of Understanding [MOU] between RHA and the City of Reading to provide simple beautification and general maintenance for the two (2) medians between Patton Avenue and Scott Street, and the two (2) islands between Scott Street and Liggett Avenue, along Wyomissing Boulevard, are hereby approved the said MOU to be in substantially the following form:

MEMORANDUM OF UNDERSTANDING ON FILE IN THE
COMPTROLLER'S OFFICE.

2. This Resolution shall be effective July 23, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon and upon roll call the Ayes and Nays were as follows:

Ayes: Mrs. Tina White
Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5690

RESOLUTION APPROVING TRAVEL TO ATLANTIC CITY, NJ,
TO ATTEND THE 19TH ANNUAL CASE MANAGEMENT CONFERENCE
TO BE HELD OCTOBER 1-3, 2013.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT approval be given to Stacey J. Keppen for travel to Atlantic City, NJ, to attend the 19TH Annual Case Management Conference to be held October 1-3, 2013.

2. THIS Resolution shall be effective July 23, 2013.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Mrs. Acosta and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5691

RESOLUTION AUTHORIZING THE DISPOSITION
OF NON-EXPENDABLE EQUIPMENT.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the following non-expendable equipment be removed from the inventory of the Reading Housing Authority in accordance with the Procurement and Disposition Policy:

<u>ACCOUNTING DEPT.</u>	<u>DECAL</u>	<u>COST</u>	<u>PURCHASED</u>
Kyocera Multi-Purpose Copier Model No. KM4035 S/N L30D4957	F013745	\$5,404.87	4/1/2004

2. THAT the equipment to be scrapped is of no useful value to the Authority, and

3. THAT all useable parts have been salvaged, and

4. THAT the aggregate amount of \$5,404.87 which represents the original purchase price, will be removed from the books of record.

NOW, THEREFORE, BE IT RESOLVED AND IT HEREBY IS RESOLVED that this non-expendable equipment shall be removed from the Reading Housing Authority's inventory.

THIS Resolution shall be effective July 23, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5692

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO
THE CONTRACT WITH KAUTTER & KELLEY ARCHITECTS.

BE IT RESOLVED AND IT HEREBY IS RESOLVED by the Reading Housing Authority:

1. THAT the Commissioners of the Reading Housing Authority do hereby approve Change Order No. 1 submitted by Kautter & Kelley Architects, (Wyomissing, PA), in the amount of **\$10,500.00**.

Project Name & Location: Rhodes & Eisenhower High-Rise Apartment Buildings Restoration and Reconstruction.

Description of Change: Additional Engineering to provide design solutions intended to eliminate sash frame degradation and deterioration due to exposure to precipitation.

Statement of Justification: Services include design concept drawing presentation, documentation for competitive bids, bid negotiation services and construction administration.

2. THIS Resolution shall be effective July 23, 2013.

Mrs. Acosta introduced and moved the adoption of the Resolution as read, and which motion was second by Mr. Colon and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Eligio C. Colon, Jr.
Mrs. Rebecca Acosta
Mr. Steven E. Belinski

Nays: None

The Chairman thereupon declared the said motion carried and the said Resolution adopted.

The following Resolution was read and considered:

RESOLUTION NO. 5693

RESOLUTION APPROVING THE GOGGLEWORKS
"B" BOND EXTENSION.

WHEREAS, Fulton Bank would like to have the "B" Bond extended from June of 2013 to September of 2013.

THEREFORE, by this Resolution, the Board of Commissioners, approve the extension of the Fulton Bank "B" Bond and authorize Daniel F. Luckey, Executive Director, to sign the extension.

This Resolution shall be effective July 23, 2013.

Mr. Colon introduced and moved the adoption of the Resolution as read, and which motion was second by Ms. White and upon roll call the Ayes and Nays were as follows:

Ayes: Ms. Tina White
Mr. Eligio C. Colon, Jr.
Mr. Steven E. Belinski

Abstained: Mrs. Rebecca Acosta

There being no further business to come before the Commissioners, a motion was made by Mrs. Acosta and second by Mr. Colon to adjourn the meeting. The motion was carried unanimously.

The next regular meeting of the Reading Housing Authority is scheduled to be held at Samuel G. Hubert Apartments, 125 North Tenth Street, Reading, Pennsylvania, on Tuesday, August 27, 2013.

Recording Secretary